

## Emergency Closing Policy

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If the school district is closed, Family Support Services is closed.

If the school district is open 1 hour late, the Before School program will open at 8:30 a.m.

If the school district is opening 2 hours late, the Before School program will begin at 9:30 a.m. and kindergarten will be modified or cancelled.

Please watch your local news channel or listen to KYW 1060 AM for specifics.

**Radnor School District's number is 457**

**Haverford School District's number is 455**

## Plan for Coverage During Emergencies

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### Emergency Medical Care Plan

- If emergency medical care is needed for a child, the parent or guardian will be contacted as soon as possible.
- Staff will call 911 to arrange for transport to a hospital.
- The staff person or Director will call Ellen Mays, Associate Director of School-Based Child Care or Andrea Dominic, Director of After School Programs to alert them to the emergency. Ellen or Andrea will assist in all emergency situations.
- A staff person will accompany the child to the hospital and stay with the child until the parent arrives and assumes responsibility for the child.
- Staff will take all of child's emergency records including health, insurance numbers, etc. with them to the hospital.
- The Director, or person designated by the director, will document the incident and treatment sought. An Incident Report Form from DPW will be filled out. The office will call the Regional Daycare Office within 24 hours. A written copy is given to parent of child; a copy will be filed in child's file, a copy is placed in the facility's accident file and a copy will be mailed to Regional DPW office within 72 hours.

## Fire Drills

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A fire drill is scheduled every month.

- The staff and children will go immediately to the nearest exit away from the fire.
- Staff lead the children to the area designated by the school. When all children and staff have gathered, staff will check the attendance forms and be able to account for each child. Staff are to distribute themselves between the children to keep them calm. Children are expected to be quiet and to walk single file (no running) in an orderly manner. When they

arrive in the designated area, they are to be quiet, listening for their names to be called for roll call.

- This will be done quickly and efficiently so that we can let the fire department know all children are out of the building
- The Director or another staff member will call 911 to notify the fire department in the event of a real emergency.
- If the building cannot be reentered, parents will be notified to come and pick up their child. The Director will complete the evacuation log at the end of each fire drill.

The Director or staff assigned by Director check bathrooms and hallway to assure that all children have exited the building safely. The Director will bring the attendance and Emergency Contact Records to the meeting area. Two staff members will begin taking roll.